

AFFIDAVIT
CONTRACTOR OR LESSOR
INTEGRITY IN STATE CONTRACTING POLICY
OFFICE OF THE ATTORNEY GENERAL

Instructions to Contractors and Lessors

This affidavit form is intended to provide guidance to state contractors or lessors, but may be modified to meet special circumstances, which may be described in an accompanying explanatory letter.

This office recognizes that some corporations have numerous employees and that an affidavit concerning gifts by every employee over a ten year period may be impractical, particularly when individuals no longer work there. Every company has a readily identifiable group of employees, officers or agents, including top management, lobbyists and salespersons who interact with the state, its agencies and officials. One logical course for complying with the affidavit requirement would be to establish a due diligence procedure, as is done in other similar areas to comply with information filing requirements. The contractor should identify those employees, officials or agents and determine whether they provided gifts to state employees or officials. In those circumstances, the contractor or lessor should provide an explanatory letter, describing the employees, officials or agents who were asked to disclose gift-giving and describing the due diligence the entity undertook. Affidavits are not required from technical or clerical staff having no authority to seek or secure a contract or lease with a state agency.

Affidavit for Contractor or Lessor

I, _____, hereby swear that, during the ten years preceding the date of this affidavit, neither I nor an official, employee or agent of myself or _____ (legal name of entity) have provided or caused to be provided gifts, as defined in Conn. Gen. Stat. §1-79(e), except as otherwise set forth below, including a gift for the celebration of a major life event as described in Conn. Gen. Stat. §1-79(e)(12), to a state official or employee of the contracting or leasing agency or the Office of the Governor or a state official or employee of a state agency or department which has supervisory or appointing authority over the contracting or leasing agency. Further, I am not aware of any action to circumvent this policy by having other employees or agents of the company provide gifts to such state officials or employees. The contracting agency has provided me with the names of the following additional agencies or departments that have supervisory or appointing authority over such department:

_____.

| <u>Name of recipient of the gift</u> | <u>Description of gift and value</u> | <u>Date of gift</u> |
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| 1. _____ | | |
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| 2. _____ | | |
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| 3. _____ | | |
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| 4. _____ | | |
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Sworn as true to the best of my knowledge and belief, false statement punishable under law:

Print name:

Date

Sworn and subscribed before me on this day of , 2004,

Commissioner of the Superior Court/
Notary Public

“GIFT” IS DEFINED UNDER Conn. Gen. Stat. §1-79(e), excluding subdivision (12) as follows:

- (e) "Gift" means anything of value, which is directly and personally received, unless consideration of equal or greater value is given in return. "Gift" shall not include:
- (1) A political contribution otherwise reported as required by law or a donation or payment as described in subdivision (9) or (10) of subsection (b) of section 9-333b;
 - (2) Services provided by persons volunteering their time;
 - (3) A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business;
 - (4) A gift received from (A) an individual's spouse, fiance or fiancée, (B) the parent, brother or sister of such spouse or such individual, or (C) the child of such individual or the spouse of such child;
 - (5) Goods or services (A) which are provided to the state (i) for use on state property, or (ii) to support an event or the participation by a public official or state employee at an event, and (B) which facilitate state action or functions. As used in this subdivision, "state property" means (i) property owned by the state, or (ii) property leased to an agency in the Executive or Judicial Department of the state;
 - (6) A certificate, plaque or other ceremonial award costing less than one hundred dollars;
 - (7) A rebate, discount or promotional item available to the general public;
 - (8) Printed or recorded informational material germane to state action or functions;
 - (9) Food or beverage or both, costing less than fifty dollars in the aggregate per recipient in a calendar year, and consumed on an occasion or occasions at which the person paying, directly or indirectly, for the food or beverage, or his representative, is in attendance;
 - (10) Food or beverage or both, costing less than fifty dollars per person and consumed at a publicly noticed legislative reception to which all members of the General Assembly are invited and which is hosted not more than once in any calendar year by a lobbyist or business organization. For the purposes of such limit, (A) a reception hosted by a lobbyist who is an individual shall be deemed to have also been hosted by the business organization which he owns or is employed by and (B) a reception hosted by a business organization shall be deemed to have also been hosted by all owners and employees of the business organization who are lobbyists. In making the calculation for the purposes of such fifty-dollar limit, the donor shall divide the amount spent on food and beverage by the number of persons whom the donor reasonably expects to attend the reception;
 - (11) Food or beverage or both, costing less than fifty dollars per person and consumed at a publicly noticed reception to which all members of the General Assembly from a region of the state are invited and which is hosted not more than once in any calendar year by a lobbyist or business organization. For the purposes of such limit, (A) a reception hosted by a lobbyist who is an individual shall be deemed to have also been hosted by the business organization which he

owns or is employed by, and (B) a reception hosted by a business organization shall be deemed to have also been hosted by all owners and employees of the business organization who are lobbyists. In making the calculation for the purposes of such fifty-dollar limit, the donor shall divide the amount spent on food and beverage by the number of persons whom the donor reasonably expects to attend the reception. As used in this subdivision, "region of the state" means the established geographic service area of the organization hosting the reception;

(12) A gift, including but not limited to, food or beverage or both, provided by an individual for the celebration of a major life event;

(13) Gifts costing less than one hundred dollars in the aggregate or food or beverage provided at a hospitality suite at a meeting or conference of an interstate legislative association, by a person who is not a registrant or is not doing business with the state of Connecticut;

(14) Admission to a charitable or civic event, including food and beverage provided at such event, but excluding lodging or travel expenses, at which a public official or state employee participates in his official capacity, provided such admission is provided by the primary sponsoring entity;

(15) Anything of value provided by an employer of (A) a public official, (B) a state employee, or (C) a spouse of a public official or state employee, to such official, employee or spouse, provided such benefits are customarily and ordinarily provided to others in similar circumstances;

(16) Anything having a value of not more than ten dollars, provided the aggregate value of all things provided by a donor to a recipient under this subdivision in any calendar year shall not exceed fifty dollars.